

PUPIL USE OF MOBILE PHONES

Pupils are strongly discouraged from bringing mobile phones onto school premises on the grounds that they are valuable and may be lost or stolen. However, we recognise that for older children in Y5/6 mobile phones may have a part to play in securing pupils' personal safety before and after school, particularly on journeys to and from school. Our expectation is that in all other year groups pupils will be collected by an adult or responsible person.

If a pupil needs to contact his/her parents/carers, they will be allowed to use a school phone. If parents need to contact children urgently, they should phone the school office and a message will be relayed promptly. Under no circumstances will pupils be allowed to take mobile phones on school excursions or use them during the school day.

PROCEDURES

Parents / Carers

Parents of Y5/6 pupils will need to complete the mobile phone permission form and hand this to the school office. With consideration to this, it is to be made clear to parents that where they have been given permission for their child to bring a mobile phone to school, they do so entirely at their own risk. The school accepts no responsibility for any loss or damage whilst the device is on school premises.

Pupils

Where a pupil does bring a mobile phone to school, the phone must remain switched off during the school day and may not be used for any purpose (including for instance: phone calls, texts, browsing or recording) on school premises or during off-site school activities (such as swimming or sports). This ensures that there is no distraction caused and that the phone cannot be used for any inappropriate purpose whilst on school premises.

The phone must be given to the designated member of staff, which may be the class teacher, upon arrival at school and will be kept securely. Phones can then be collected at the end of the school day.

Under no circumstances should there be access to phones during the school day. They must not be carried on the pupil's person or left in bags, coats or allocated work trays etc.

Breach of policy - inappropriate use of a mobile phone

Infringements

Incidents where pupils have infringed this policy will be investigated and dealt with, in accordance with the Trust Behaviour Policy. School Leaders will use their professional judgement where necessary which may include refusing children permission to bring mobile phones to school where this is an appropriate full or partial consequence of such an infringement. Where there has been a serious or repeated infringement, the parent/carer will be contacted by a school leader at the earliest opportunity. If there is evidence of harassment and/or bullying, the phone or digital device will be confiscated, retained in a secure place by an appropriate member of staff, taking care not to delete any images or recordings which could be used as evidence.

Parents/Carers and Visitors

Parents and visitors will be asked to turn phones off when volunteering in classrooms and attending assemblies so that there is no disruption to the work of the school. Notwithstanding this, we accept that there may be some parents/carers who wish to use their mobile phone camera facility to take photographs/video footage of their child while performing in special assemblies or events. However, photos/footage must be used for personal use only and must not be up-loaded to any social media.

Staff

Procedures for staff are dealt with through the Staff Code of Conduct Policy.